

## **Guidelines for the Vice-President Duties for the NTSTWS**

The main duties for the league vice-president are outlined in section 8.2 of the Constitution. The following is an elaboration of these duties.

### **General**

Assist the president generally in carrying out her duties by being familiar with these various duties. Assist specifically by booking practice and playing fields, being familiar with the constitution and updating it when changes are approved, and acting as a signing officer of the league.

### **Constitution**

Considerations when writing updates for the constitution:

- The bylaws of the constitution are meant to be more general in nature and provide the principles by how the league operates. Bylaws can only be changed by approval of the league members at the AGM.
- The operating rules and regulations are meant to provide the details on how the bylaws are implemented. The operating rules (details) can be adjusted by approval of the executive committee and must be ratified at the next AGM.
- When changes to the constitution are proposed, the wording needs to be considered in the context of the constitution as a whole to ensure the intended changes are clear and consistent with other parts of the constitution.

### **Practice and Playing Fields**

- On behalf of the president, correspond with North Vancouver (NV) and West Vancouver (WV) Parks and Recreation field assignors.
- Submit requests for fields to both parks boards.
- Attend Parks & Rec meetings as required. To date, only WV has asked our league to participate in meetings.
- Sign off the contracts (aka permits) after confirming the field allocation information is correct.
- Provide the president and the treasurer with a copy of the signed contract.
- Provide the schedulers with the information for playing field allocations.
- Work with the Directors for the equitable allocation of the practice fields.
- Currently, the Squamish team is directly making arrangements for fields with Squamish Parks and payment through the treasurer. No VP involvement at this time.
- Parks may change the playing field contract from time to time, such as when a field is shut down for maintenance. Relay the field changes to the Fields Rep (who sends updates to players) and to the Ref Assignor (who makes sure the Refs know about field changes).

### **General Rules for Booking Fields**

- Prior to the season, confirm with the executive if field allocations should be the same as last year or what changes might be needed.

- No Friday night games before the long weekends.
- After the Christmas break, no Friday night games until school is back in session.
- No Friday night games before weekend tournament games.

### **North Vancouver Parks & Rec “Per Player Sports Levy”**

Team roster information needs to be supplied to the North Van Parks & Rec for the per player sports levy fee for each season (Spring/Summer season & Fall/Winter Season) as part of our contracts. Finalize numbers just before the end of the season.

Provide a list of our members with their postal codes, with the following 2 exceptions:

- Squamish team(s) should not be included in the list as they come with their own field(s)
- West Van team(s) should not be included in the list as they come with their own field(s)

The league is charged a per player sports levy fee for the remainder of the players; North Vancouver players and those that have moved elsewhere.

Of the players subject to the sports levy fee, calculate the % players that North Vancouver players. This number needs to be greater than 75%.

An Excel file with an example of the data sent to NV Parks & Rec, with Registrar data and a copy of the correspondence with NV Parks & Rec can be provided to the VP.

### **Field Contacts**

Claudia Sparling  
 Sports Field Scheduler  
 District of West Vancouver, Parks  
 750-17th Street  
 West Vancouver, BC V7V 3T3  
 ph: 604-925-7081 fx: 604-926-6863  
[csparling@westvancouver.ca](mailto:csparling@westvancouver.ca)

Jennie Angel  
 Recreation Parks and Field Allocations  
 600 West Queens Rd, North Vancouver  
 ph: 604-983-6331 fx: 604-983-6335  
[angelj@northvanrec.com](mailto:angelj@northvanrec.com)

Shellie Thorp  
 Park and Field Allocator  
 ph: 604-983-6318 fx: 983-6335  
[thorps@northvanrec.com](mailto:thorps@northvanrec.com) or parks@northvanrec.com

## Calendar of Monthly Duties

### July / August

- Transfer of VP duties after AGM.
- As part of a directors meeting, complete the draw or other equitable means of assigning the practice field to teams as soon as the practice fields are known to be available.
- Aug 13, 2013 receive WV fields contract for signing. Sign & return contracts after checking accuracy to the request. Copy President and Treasurer. Forward the playing field information to the Schedulers ASAP.

### September

- Check that the Schedulers have transferred the playing field times, dates and locations onto the schedule correctly.
- Send NV Parks & Rec a copy of the Fall/Winter Registered Player List, copy to Treasurer, for sports levy fees for the season. Note the numbers will be adjusted at the end of the Fall/Winter season.

### October

- At the Exec Meeting, provide a heads up to the Exec on what field requests will be submitted to Parks for playing fields for Spring/Summer. Ask the Exec members if they or their team members recommend changes, then bring these to the November meeting.
- Receive NV Parks & Rec application form for Spring/Summer field requests. (Oct 21, 2013 and Nov 1, 2012). The primary contact is Shellie Thorp and her backup is Jennifer Angel.

### November

- Exec meeting consensus on field requests for Spring/Summer.
- NV Parks & Rec deadline for submission of Spring/Summer field requests. (Nov 18, 2013 and Dec 7, 2012)
- Receive WV Parks & Rec application form for Spring/Summer field requests. (Jan 8, 2014 and Nov 16, 2012). The contact is Claudia Sparling.

### December

- WV Parks & Rec deadline for submission of Spring/Summer field requests. (Jan 31, 2014 and Dec 7, 2013)

### January

- Receive NV Spring contract for signing. ( Jan 18 2013 and Jan 28, 2014)

### February

- WV Parks & Rec meeting for Spring/Summer field allocations.

### March

- At the Exec Meeting, provide a heads up to the Exec on what field requests will be submitted to Parks for practice and playing fields for Fall/Winter. Ask the Exec members if they or their team members recommend changes, then bring these to the March meeting.
- Receive WV Spring/Summer contract for signing. (March 5, 2014 and March 26, 2013)
- Sign & return Spring/Summer contracts after checking accuracy. Copy President and Treasurer. Forward the playing field information to the Schedulers as soon as it is available.

- Check that the Schedulers have transferred the playing field times, dates and locations onto the schedule correctly.
- Send NV Parks & Rec the finalized numbers of the Fall/Winter Registered Player List, copy to Treasurer, for sports levy fees for the season.

#### **April**

- Send NV Parks & Rec a copy of the Insurance Certificate (good for the year, posted on our website around April 1<sup>st</sup>) and a copy of the Spring/Summer Registered Player List, copy to Treasurer, for final sports levy fees for the season.
- Exec meeting consensus on practice and playing field requests for Fall/Winter.
- NV Parks & Rec call letter for Fall/Winter practice & playing field requests will likely be sent out this month. (Apr 17, 2014 & Apr 23, 2013)
- Note new field cost implications to Treasurer for budget approval at AGM.

#### **May**

- NV Parks & Rec deadline for submission of Fall/Winter field. (May 20, 2014 and May 17, 2013)
- Follow-up with WV Park if you haven't yet received their call for Fall/Winter practice and playing field submissions. The deadline is likely this month as well.

#### **June**

- Update constitution per wording approved at the AGM; copy to Directors for their confirmation.
- Forward the approved revision of the constitution to the website coordinator for posting.
- Receive NV field contracts for signing (June 24, 2013). WV contract will likely come in late August.
- Sign & return contracts after checking accuracy. Copy President and Treasurer. Forward the playing field information to the Schedulers.